

Reporting KECT Volunteer Hours

How To Report Hours

1. Visit www.kirklandwa.gov/kect
 2. Click on 'Report KECT Volunteer Hours Here' in the gray box on the right side of the page
 - Direct link:
www.kirklandwa.gov/depart/Fire_Services/KirklandEM/GetInvolved/KECT/KECT_Resources/KECT_Volunteer_Hours_Reporting.htm
 3. Input required information in the KECT Volunteer Hours Reporting webform.
 - If you did not need to travel to the volunteer activity, put '0' in the Mileage section
 4. Click the 'Preview' button
 5. Review the response provided. To make changes, click 'Previous'.
- NOTE:** A copy of your webform responses will not be emailed to you. If you would like a copy of for your records, press CTRL+P on your keyboard to print the webpage or save it as a PDF.
6. Click 'Submit' when finished.

NOTE: Only one volunteer activity can be reported per webform submission. To report multiple volunteer activities, complete the webform as many times as needed.

When To Report Activities

All Kirkland Emergency Communications Team (KECT) hours must be recorded with the City Office of Emergency Management (OEM).

KECT members **DO NOT** need to report hours for activities with a Sign In/Sign Out sheet that was provided by OEM. This typically includes attending monthly meetings, participating in KECT exercises, and trainings hosted by OEM.

KECT members **DO NOT** need to report hours for successful check-ins during Sunday Night Net, or for serving as Net Control, as participation will be included based on the Net Controller's report.

If a KECT member attempts to participate in a drill and is not able to check in successfully, they should use the KECT Volunteer Hours Reporting webform.

KECT members **DO** need to report all other activities. This might include work associated with a Team Facilitator or Team Support position, assisting with outreach or community education events, emergency response in the field, outside classes or trainings with OEM pre-approval, unsuccessful Sunday Night Net check-ins, or other approved KECT activities.

Member volunteer activities must be reported to OEM monthly. Ideally, KECT members should submit their volunteer hours using the webform within one week of the volunteer activity.



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FAQs

Q: Who do I report my hours to?

A: As of January 1, 2020, all KECT Volunteer Hours will be reported directly to OEM so that hours can be reported to the City Volunteer Coordinator as well as the WA State Emergency Worker Program.

Q: I took a radio or communications class through another organization, does that count as volunteer hours?

A: Typically no. Some classes or activities may be considered for City of Kirkland volunteer hours with OEM pre-approval.

Q: If the KECT Volunteer Hours Reporting Webform isn't working, what should I do?

A: Submit your hours to OEM via KirklandEM@kirklandwa.gov. Be sure to include the volunteer activity, location, date, hours volunteered, and mileage. Let OEM know what the issue was with the webform so it can be addressed.

Reach out to OEM at KirklandEM@kirklandwa.gov or (425) 587-3691 with any other questions about hours reporting.

